

Message Text

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ACTION OC-05

INFO OCT-01 EA-09 ISO-00 CCO-00 SIG-02 /017 W
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R 020826Z APR 76
FM AMEMBASSY MANILA
TO SECSTATE WASHDC 3685

UNCLAS MANILA 4653

E.O. 11652: N/A

TAGS: ACOM, RP

SUBJ: COMMUNICATIONS AND RECORDS - INSPECTORS' RECOMMENDATION

REF: STATE 073434

1. AFTER ASSESSING IMPACT OF NEW REPRODUCTION SYSTEM ON C&R WORK-LOAD, THE EMBASSY AND RCO CONCUR IN THE ABOLISHMENT OF A POSITION WITH THE PROVISIO THAT DEPARTMENT STAFF REMAINING C&R POSITIONS WITH QUALIFIED CROSS-TRAINED COMMUNICATORS WILLING TO WORK STAGGERED-SHIFT DUTY AS REQUIRED.
2. WITH REGARD TO ABOLISHING A POSITION HOWEVER, THE EMBASSY WOULD PREFER TO REVERT TO THE ORIGINAL RECOMMENDATION OF THE FOREIGN SERVICE INSPECTOR TO THE SUPERVISORY COMMUNICATIONS & RECORDS OFFICER, THAT POSITION 55-392, COMMUNICATIONS AND RECORDS OFFICER, IN THE MAIL AND POUCH UNIT, BE ABOLISHED. THIS COULD BE ACCOMPLISHED WITH THE IMPENDING DEPARTURE OF STEPHEN HELLIN ON DIRECT TRANSFER TO WASHINGTON.
3. THE SECOND POSITION IN THE MAIL AND POUCH UNIT, 55-134, SUPPORT COMMUNICATIONS OFFICER, WILL BE TRANSFERRED TO C&R UNIT FOR A COMPLEMENT OF SIX SUPPORT COMMUNICATIONS & RECORDS OFFICERS. THEY WILL THEN ROTATE THROUGH THE DUTIES OF THE MAIL AND POUCH UNIT.
4. THE EMBASSY WOULD RECOMMEND ALSO, THAT POSITION 55-121, TO BE FILLED BY TOM MUKAI, BE DESIGNATED ASSISTANT COMMUNICATIONS AND RECORDS OFFICER WITH BASIC RESPONSIBILITY OF WORKING SUPERVISOR IN THE COMMUNICATIONS AND RECORDS UNIT. IN FAIRNESS

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TO MUKAI, BELIEVE HE SHOULD BE INFORMED THAT DUE LOSS OF POSITION

HE WILL BE EXPECTED CARRY NORMAL COMMUNICATIONS LOAD WHEN
NECESSARY.

5. WITH THE DEPARTURE OF MISS WILLIAMS ON APRIL 8 AND THE IMPENDING
DEPARTURE OF STEPHEN HELLIN, THE EMBASSY REQUESTS THAT MR. MUKAI'S
ARRIVAL DATE BE ADVANCED TO LATE APRIL AT THE LATEST.
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